

STATE-14

System name :

Foreign Service Institute Records.

System location:

The Foreign Service Institute, 1400 Key Boulevard, Arlington, Virginia, 22209; Department of State Annex 15, 1800 N. Kent Street, Arlington, Virginia 22209.

Categories of individuals covered by the system:

Individuals who requested and/or received training from the Foreign Service Institute; individuals who have studied at universities through the Institute; individuals who have served as Diplomats in Residence at universities or colleges; individuals who provide professional services; applicants for employment with the Foreign Service Institute.

Categories of records in the system:

Biographic information; employment and educational history; security clearance data; general correspondence; travel vouchers.

Authority for maintenance of the system:

Requests for training; 22 U.S.C. 1041-1047.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information in this system is maintained to ensure efficient operation of the Institute and to enable Foreign Service and Civil Service employees to further their formal education. The principal users of this information outside the Department of State are: Universities who, with the consent of the individual, receive copies of transcripts contained in the files; new students who read former students' comments on housing, living conditions, and courses at universities. Data may be sent to other government agencies whose employees are receiving training from the Foreign Service Institute. Information may also be released to other government agencies having statutory or other lawful authority to maintain such information. Also see "Routine Uses" paragraphs of Prefatory Statement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Hard copy; magnetic computer media.

Retrievability:

By individual name; by social security number.

Safeguards:

All employees of the Department of State have undergone a thorough background security investigation. Access to the Department of State

building and its annexes is controlled by security guards, and admission is limited to those individuals possessing a valid identification card or individuals under proper escort. All records containing personal information are maintained in secured file cabinets or in restricted areas, access to which is limited to authorized personnel.

Retention and disposal:

Retention of these records varies from 3 to 35 years, depending upon the specific kind of record involved. They are retired or destroyed in accordance with published schedules of the Department of State. More specific information may be obtained by writing to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520.

System manager(s) and address:

The Director, Foreign Service Institute, Room 1200, Department of State Annex 3, 1400 Key Boulevard, Arlington, Virginia 22209.

Notification procedure:

Individuals who have cause to believe that the Foreign Service Institute might have records pertaining to them should write to the Director, Foreign Affairs Document and Reference Center, Room 1239, Department of State, 2201 C Street NW, Washington, DC 20520. The individual must specify that he/she wishes the records of the Foreign Service Institute to be checked. At a minimum, the individual must include: Name; date and place of birth; current mailing address and zip code; signature; a brief description of the circumstances, including the approximate dates, which give the individual cause to believe that the Foreign Service Institute might have records pertaining to him/her.

Record access procedures:

Individuals who wish to gain access to or amend records pertaining to themselves should write to the Director, Foreign Affairs Document and Reference Center (address above).

Contesting record procedures: (See above).

Record source categories:

The individual; Personnel Office of the agency which employs the individual; educational institutions; Office of Security of the Department of State.

Systems exempted from certain provisions of the act:

Certain records contained within this system of records are exempted from 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4)(G), (H), and (I), and (f), See Department of State rules published in the Federal Register.